



CITY OF LONG BEACH

EMPLOYMENT OPPORTUNITY

Community Worker Non-Career - (Part-Time/Unclassified)

Physician Services Bureau

\$14.096 - \$19.091 per hour

DEPARTMENT OF HEALTH & HUMAN SERVICES

POSITION:

The Department of Health and Human Services is recruiting for a Community Worker–Non Career for the Physician Services Bureau under the HIV/STD Surveillance Program. The HIV/STD Surveillance Program aims to create a healthy community by reducing new HIV and STD infections in Long Beach. Under the direction of the HIV/STD Surveillance Program Coordinator, the Community Worker–Non Career provides program administrative support to the HIV/STD surveillance unit. The position is located at the Main Health Department Headquarters, 2525 Grand Ave. in Long Beach, CA 90815. Non-career employees are not typically eligible for health/dental/vision benefits; however, they may be eligible for sick leave benefits. Non-career employees are limited to 1600 work hours per service year and are not guaranteed a minimum number of work hours.



EXAMPLES OF DUTIES:

- Provides support for administrative activities including correspondence with medical providers, and document/record management processes.
- Collects, interprets, and enters STD labs and other case surveillance data into electronic data management systems.
- Assist individuals in creating forms and other documentation.
- Assigns communicable disease cases to investigation staff.
- Assists professional staff in coordinating projects, preparing reports and in community outreach activities.
- Performs other related duties as assigned.

QUALIFICATIONS:

- High school diploma or equivalent; bachelor's degree in human service related field preferred.
- Minimum of 6 months experience in a public health setting.
- Valid California motor vehicle operator license.

SUCCESSFUL CANDIDATES WILL DEMONSTRATE:

- The ability and willingness to work independently on multiple projects concurrently under tight deadlines.
- Excellent attention to detail and exercises sound judgment.
- The ability to maintain a positive work/office environment and work cooperatively as a team member.
- Ability to demonstrate excellent interpersonal skills and ability to interact with the general public, medical providers, and community partners.
- Strong organizational and time management skills.
- Ability to maintain confidentiality and knowledge of California HIPAA regulations.
- Comprehensive computer skills, knowledge of word processing and data management software, data entry, electronic health records, and use of internet.

APPLICATION PROCESS:

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, August 12, 2016. To be considered, please email a letter of interest, and resume to the email address below. Please include "Req HE16-094 Public Health Associate I" in the email subject line.

LBDHHS-JobApplications@longbeach.gov

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE16-094)

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.

If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.